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**COUNTY OF LOS ANGELES  
DEPARTMENT OF CONSUMER AFFAIRS**

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Members of the Board

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Director

"To Enrich Lives Through Effective and Caring Service"

January 16, 2007

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**APPROVE AMENDMENT NO. 1 TO AGREEMENT NO. 75839  
WITH NEIGHBORHOOD LEGAL SERVICES OF LOS ANGELES COUNTY  
TO OPERATE AND STAFF THE  
SELF-HELP LEGAL ACCESS CENTERS (SHLACs)  
(SUPERVISORIAL DISTRICTS 3 and 4 – 3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and Award the enclosed Amendment No. 1 (Attachment A) to Agreement No. 75839 with Neighborhood Legal Services of Los Angeles County (NLS) to operate and manage the Self-Help Legal Access Centers (SHLACs). The proposed Amendment provides for increased services at the SHLAC facility in the Superior Court, South District (Long Beach) a new SHLAC facility in the Superior Court, Southwest District (Torrance); and additional funding of services at the SHLAC facility in the Superior Court, Northwest District (Van Nuys).
2. Instruct the Chair to sign the Amendment.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the proposed amendment will allow for funding to open a new SHLAC at the Torrance Courthouse and additional funding to expand and enhance services at the Long Beach SHLAC. Additionally, approval of the proposed amendment will provide carry over funds for continuing services at the Van Nuys SHLAC.

## **Background**

In October 2000, the SHLAC pilot project was initiated at a single location at the Van Nuys courthouse and was later expanded to several locations throughout the County. In August 2006, your Board approved Agreement No. 75839 (Agreement), authorizing NLS to operate and manage SHLACs at courthouses in Van Nuys, Pomona, Inglewood, Antelope Valley, Long Beach, San Fernando, and Santa Monica.

From the inception of the SHLAC program, NLS has operated and managed the SHLACs, providing basic critical information regarding the court system to unrepresented litigants in Los Angeles County. Unrepresented litigants require information on court-related matters such as form preparation, service of process, courtroom procedures, and appropriate courtroom demeanor. The lack of this information compromises their access to the judicial system and negatively impacts the administration and operation of the courts. SHLACs have proven to be an effective method of assisting unrepresented litigants to understand the court process and enable them to make informed choices concerning their legal options.

## **Proposed Amendment No. 1**

Approval of proposed Amendment No. 1 to the current Agreement will provide \$250,000 annually per contract year, which will allow NLS to open a new SHLAC at the Torrance Courthouse and enhance services at the Long Beach SHLAC. Additionally, the amendment will allow for a carry over of \$75,000 for one contract year, available from savings at the San Fernando and Santa Monica SHLACs in FY2005-2006, which will be used for enhanced services at these facilities and the Van Nuys SHLAC. The total contract sum for the Agreement will increase to \$5,067,933.

## **Implementation of Strategic Plan Goals**

Goal 1: Service Excellence, Strategy 2: Implement programs to improve the efficiency, quality and responsiveness of services to all county residents.

## **FISCAL IMPACT/FINANCING**

The Department of Consumer Affairs (Department) Budget currently appropriates annually \$313,000 for the Van Nuys SHLAC, \$240,000 for the Pomona SHLAC, \$122,000 for the Inglewood SHLAC, \$189,311 for the Antelope Valley SHLAC, \$189,000 for the San Fernando SHLAC, \$161,000 for the Santa Monica SHLAC, and \$450,000 for the Long Beach SHLAC and the new SHLAC facility in Torrance. In addition, the department budget appropriates \$75,000, available from carry over funding of savings at the San Fernando and Santa Monica SHLACs in FY2005-2006.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On August 8, 2006, the Board approved the existing Agreement No. 75839 between the County and NLS at a total contract sum of \$4,242,933 for a term of three (3) years to continue self-help assistance to unrepresented litigants at seven SHLACs throughout the County, effective September 1, 2006, with two (2) one-year renewal options exercised at the discretion of the Director.

Approval of the proposed Amendment No. 1 will provide a SHLAC facility for unrepresented litigants at the Torrance Courthouse, and upgrade services provided at the Long Beach Courthouse. Existing services will be continued to be provided at courthouses in Van Nuys, Pomona, Inglewood, Antelope Valley, San Fernando, and Santa Monica.

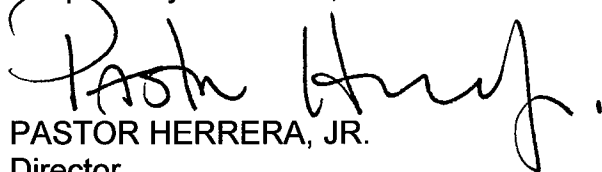
**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

By amending the Agreement, the SHLACs will continue to provide services to the public which include but are not limited to: assisting patrons with correctly completing required court forms, providing information concerning service of court papers on involved parties, and providing counseling on how to prepare and present their own case to a judge. Counseling and assistance is provided to patrons on civil law matters including, but not limited to, family law, landlord/tenant, name change, and guardianship.

**CONCLUSION**

The Executive Office, Board of Supervisors is requested to return a copy of the approved Board letter to the Department as well as two (2) signed copies of the Amendment No. 1 to the Department.

Respectfully submitted,



PASTOR HERRERA, JR.  
Director

PHJ:TRB:ko BoardLetterSHLAC (Amendment 1- Contract 06-08)

**ATTACHMENT**

c: David Janssen, Chief Administrative Officer  
Executive Officer, Board of Supervisors  
Raymond G. Fortner, Jr. County Counsel